

**U.S. Fish and Wildlife Service
Eastern Tallgrass Prairie and Big Rivers Landscape Conservation Cooperative**

Landscape Conservation Cooperatives
Catalog of Federal Domestic Assistance (CFDA) Number: 15.669

Notice of Funding Opportunity

I. Description of Funding Opportunity

The U.S. Fish and Wildlife Service, Midwest Region, intends to issue a Single Source Cooperative Agreement Award without competition to the Missouri Botanical Garden for a project consisting of both a research and an outreach component to advance the state of science for monarch butterfly conservation in urban areas as described below.

Component 1: Research

With the support of the Eastern Tallgrass Prairie & Big Rivers Landscape Conservation Cooperative (LCC) Ecological Places in Cities Initiative (EPIC), a group of nonprofit research and conservation organizations seeks to partner with the Missouri Botanical Garden (Garden) to evaluate the success of monarch and pollinator habitat installations with respect to both biological and socioeconomic outcomes through the *Milkweed for Monarchs Education & Outreach and Monarch Gardens & Urban Prairie Research* project in the greater St. Louis metropolitan area, working cooperatively with the City of St. Louis Office of the Mayor.

The City of St. Louis contains approximately eight (8) urban prairie areas that were created, restored and/or enhanced within the past decade (including Forest Park Steinberg, Forest Park Deer Creek, Forest Park Kennedy Forest, Saint Louis Zoo, Calvary Cemetery, Bellefontaine Cemetery and Thurman Gateway). These habitats present an opportunity to evaluate a range of prairie habitat creation/re-creation methods for their relative success in providing pollinator habitat in response to local environmental conditions, as well as their success in providing socioeconomic benefits to their surrounding communities.

In addition, the City of St. Louis contains approximately 30 large monarch gardens (24+ square feet each) that were installed in public spaces in 2014 as part of the City's first phase of *Milkweeds for Monarchs: The St. Louis Butterfly Project*. These monarch gardens include:

- Approximately 19 gardens installed by neighborhood groups as part of the City's *Neighbors Naturescaping* program (administered by Brightside, a division of the Parks Department);
- Approximately 10 monarch gardens installed in City parks; and
- A monarch garden installed at the Saint Louis Zoo Expansion Site.

These 7 prairie habitats and 30 monarch gardens will be evaluated by three types of measures:

- **Floristic composition**, including plant species presence and/or absence as well as rank abundance;

- **Pollinator attraction**, such as which species of nectar plants and pollinator seed mixes best attract and support pollinators; and
- **Community acceptance, appreciation and benefit** from pollinator habitat installations, including the installations' effect on knowledge about natural systems and pollinators (eco-literacy), use and behavior in the spaces and perception of the installations' impact. This work will include two arms of social research that generate a comprehensive view of installations' impact across the City and as well as a rich/detailed understanding of a select number of installations:
 1. **Brief surveys (all 37 installations)** of people who live around the installations to evaluate impact on eco-literacy and perception of the spaces.
 2. **Ethnographic observation, interviews and focus groups (a select 5 installations)** to understand usage patterns at different times of the day/week/year, attitudes toward the spaces (included perceptions of public safety) and practices, including how the presence of the installation has affected people's practices outside of the space (*i.e.*, how they garden, how they eat, where they go for recreation, etc.).

Together, findings from these evaluations could inform future strategies and priorities associated with creating monarch gardens, prairie patches and other pollinator habitat throughout the City of St. Louis, and help local conservation partners optimize projects both for ecological and socioeconomic benefits.

Component 2: Outreach

In 2015-2016, the Missouri Botanical Garden and the City of St. Louis proposes to partner with several local stakeholders to expand *Milkweeds for Monarchs: The St. Louis Butterfly Project (M4M)* using targeted education and outreach to City schools and neighborhoods. The Missouri Botanical Garden will lead these efforts through expanded education and outreach, specifically by deepening connections with local teachers and students. The partners will also generate greater awareness and engagement among general public audiences, including City Neighborhood Stabilization Officers who serve as liaisons to all 79 City neighborhoods. Both the St. Louis Zoo and the Missouri Botanical Garden will also create *Milkweeds for Monarchs* displays to engage visitors during their Zoo or Garden experience.

To engage teachers, students and school communities, a Garden/Zoo team will work closely with a diverse mix of approximately 20 City schools, including Head Start preschools, St. Louis Public School elementary and high schools and a few private and parochial schools. At each of these schools, a "starter" monarch garden will be installed in 2015 as a collaborative effort between school-based educators and Garden/Zoo instructors. A baseline educator survey will be conducted to assess current levels of knowledge, values/attitudes and practices (KAP) among this specific group of teachers. In July 2015, the Garden and Zoo will co-convene and facilitate a Community Workshop that brings together these school teams (anticipating 100 educators across 20 schools) along with the City's 28 Neighborhood Stabilization Officers (NSOs). The NSOs are the City's local government representatives who work directly with neighborhood groups, organizations and individuals. By building capacity within the NSOs, we envision having a

much greater ability to reach and impact individuals throughout the City. This capacity-building effort will be conducted in conjunction with various City departments and partners.

At the beginning of the 2015-2016 school year, the Garden/Zoo will provide a “pilot” M4M Educator’s Guide to the monarch garden schools to equip teachers with a handful of activities to facilitate with their students throughout the year. In addition, Garden/Zoo instructors will integrate M4M activities into existing school outreach and afterschool sessions at partner schools, estimated to engage 1,000 students in the 2015-2016 school year. In May 2016, a follow-up KAP survey of this group of teachers will be conducted to document changes and inform future efforts. In addition, feedback on the pilot M4M Educators’ Guide will be collected and compiled. By Fall 2016, the Garden/Zoo team will co-develop and disseminate a comprehensive *Milkweeds for Monarchs Educators’ Guide*, a convenient, all-in-one resource that features grade-specific activities and curriculum connections, a year-round outdoor learning calendar, maintenance tips for caring for and growing/expanding schoolyard pollinator gardens, and local resources for supplies, expertise and inspiration. We anticipate disseminating the *Guide* broadly throughout the City, including to the entire SLPS district and other education networks.

The partners will work with the City’s NSOs to expand the *Milkweeds for Monarchs* education and outreach to a broader and more diverse group of City neighborhood groups and residents. A variety of capacity-building and outreach efforts will take place, as led by a 21st Century USFWS intern, Brightside St. Louis (a neighborhood cleaning, beautification and greening arm of the City Parks Department), the Zoo and the Garden. Each of the City’s 28 NSOs, representing each of the City’s 28 wards, will work to engage neighborhood groups to establish new monarch gardens through Brightside’s Neighbors Naturescaping program in the summer/fall of 2015.

To further broaden awareness of the M4M initiative among general public audiences, both the Garden and Zoo will feature M4M information and resources in high-profile visitor spaces, including popular and well-visited exhibit venues and mobile interpretation carts. Specifically, the Garden will feature M4M in the *Nature in Our Neighborhoods* exhibit in Brookings Interpretive Center, while the Zoo will feature M4M in its *Animals in Your Backyard* display case in the Living World. In total, it is expected that upwards of 100,000 visitors will learn about M4M in these ways.

The Missouri Botanical Garden (MOBOT) hosted the Urban Conservation workshop in May 2015 with support from the ETPBR LCC, which is the basis for this project, and is the only one of multiple partners with the capacity to serve as the fiscal agent for enhance an existing collaboration within the City of St. Louis Urban Vitality & Ecology Initiative and the Milkweeds for Monarchs Project. The project has brought together a whole new group of partners including the City of St. Louis Mayor’s Office of Sustainability, St. Louis Zoo, National Wildlife Federation, University of Missouri-St. Louis and others to leverage otherwise untapped local funds toward a much greater urban ecological good. The US FWS funds provide staff and resources for outreach, on-the-ground habitat establishment, and evaluation.

II. Award Information

The maximum amount of funding allocated for this Single Source Cooperative Agreement Award to the Missouri Botanical Garden is \$80,000. The project start date will be immediate upon execution of the award to be completed within a sixteen-month time frame.

The products will serve a public purpose by providing critical research information about the efficacy of performing monarch butterfly and pollinator habitat restoration and enhancements by leveraging partnerships in urban settings and gathering human dimensions research on community acceptance and public perceptions towards conducting this type of work in a large metropolitan area. Additionally, the products will serve as a pilot investigation and evaluation of the use of ecological and socioeconomic research to target information and education of citizens and students concerning the plight of the monarch butterfly and their role in habitat conservation through displays at popular and well-visited public venues such as zoos, schools, neighborhood events and botanical gardens.

The U.S. Fish and Wildlife Service (Service) will be substantially involved in the project under this funding opportunity. In particular, the Service will be responsible for oversight and direction of the project by facilitating application of the Structured Decision Making (SDM) framework produced through a closely linked EPIC Urban Monarch Landscape Conservation Design (LCD) project supported by funding from the LCC Network, seven LCCs and particularly the ETPBR LCC. The Service will participate jointly with the recipient by facilitating contact with stakeholders in the EPIC network of urban conservationists, ensuring relevant application of the EPIC Urban Monarch LCD, direct or redirect the work due to interrelationships with other LCC and Service research projects, and reserve the right to immediately halt activity if detailed performance specifications are not met.

III. Basic Eligibility Requirements

Eligible Applicants:

This Single Source Cooperative Agreement Award to The Missouri Botanical Garden is being awarded in accordance with Department of the Interior (DOI) Policy 505 DM 2.14 (B)(2) Continuation and (B)(4) Unique Qualifications.

All potential applicants are eligible. U.S. non-profit, non-governmental organizations must provide a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.

Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 for more information. Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, state, local or Tribal government, academia or other type of organization.

A. DUNS Registration

Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. Entity Registration in SAM

Register in SAM online at <http://www.sam.gov/>. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid directly to a United States bank account must enter and maintain valid and current banking information in SAM.

C. Excluded Entities

Applicant entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

D. Cost Sharing or Matching:

This funding program has no cost sharing or matching requirements.

IV. Application Requirements

To be considered for funding under this funding opportunity, an application must contain:

- A.** A completed, signed and dated Application for Federal Assistance form. All applicants must submit the appropriate Standard Form (SF) 424, Application for Federal Assistance (i.e., SF 424, SF 424-Mandatory, or SF 424-Individual) form. Individuals applying on their own (unrelated to any business or non-profit organization s/he may own or operate in her/his own name) must use the SF 424, Application for Federal Assistance-Individual form (<http://apply07.grants.gov/apply/FormLinks?family=12>). All other applicants to discretionary programs and for single source awards must use the SF 424, Application for Federal Assistance form (<http://apply07.grants.gov/apply/FormLinks?family=15>). Mandatory programs may require applicants to use the SF 424, Application for Federal Assistance-Mandatory form (<http://apply07.grants.gov/apply/FormLinks?family=16>). Do not include other Federal sources of funding, requested or approved, in the total entered in the “Federal” funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the “Federal” funding box. Include any other Federal sources of funding in the total funding entered in the “Other” box.

B. Project Summary

Briefly summarize the project, in one page or less. Include the title of the project, geographic location, and a brief overview of the need for the project. Goal(s), objectives, specific project activities, anticipated outputs and outcomes can also be included in this section.

C. Project Narrative (Response to items 1-5 below must be no more than 6 pages)

- 1. Statement of Need:** Describe why this project is necessary (significance/value) and include supporting information. Summarize previous or on-going efforts (of you/your organization, and other organizations or individuals) that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them. If you have received funding previously (from the Service or any other donor) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes.
- 2. Project Goals and Objectives:** State the long-term, overarching goal(s) of the program/project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project's proposed project period).
- 3. Project Activities, Methods, Deliverables and Timetable:** List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include any resulting tables, spreadsheets or flow charts within the body of the project narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.
- 4. Stakeholder Coordination/Involvement:** As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or individuals in planning the project, and detail if/how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities.
- 5. Project Monitoring and Evaluation:** Detail the monitoring and evaluation plan for the project. Building on the stated project objectives, identify what you will measure (i.e., quantitative/quantifiable indicators) and how you will measure (i.e., methods, sample size, survey tools). Reference the stated project timetable (i.e., process indicators) and budget information (i.e., input indicators). Include any available questionnaires, surveys, curricula, exams/tests or other assessment tools to be used for project evaluation. Describe the resources and organizational structure available for gathering, analyzing and

reporting monitoring and evaluation data. If applicable, describe how project participants and beneficiaries will participate in monitoring and evaluation activities. Describe how findings will be fed back into decision making and project activities throughout the project period.

6. Description of Entities Undertaking the Project: Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. If eligibility for funding is based in whole or in part on the qualifications of key personnel, provide for each key person a brief **(1-2 pages)** but descriptive overview of their education, experience and other skills that make them qualified to carry out the proposed project. To prevent unnecessary transmission of Personally Identifiable Information, ***do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications.***

7. Sustainability: As applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded.

8. Literature Cited

9. Map of Project Area: Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative.

D. Budget Form

Complete the Budget Information for Non-Construction Programs (SF 424A) **or** Budget Information for Construction Programs (SF 424C) form. **Use the SF 424A if your project does not include construction and the SF 424C if the project includes construction or land acquisition. The budget forms are available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. When developing your budget, keep in mind that financial assistance awards and subawards are subject to the Federal cost principles in Title 2 of the Code of Federal Regulations, Part 200, as applicable to the recipient organization type. Links to the full text of the Federal cost principles are available on the Internet at <http://www.ecfr.gov>.**

Multiple Federal Funding Sources: If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program *separately* from any other requested/secured Federal sources of funding on the budget form. For example, enter the funds being requested from this Federal program in the first row of the Budget Summary section of the form and then enter funding related to other Federal programs in the subsequent row(s). Be sure to enter each Federal program's CFDA number in the corresponding fields on the form. The CFDA number for this Federal program appears on the first page of this funding opportunity.

E. Budget Justification

In a separate narrative titled “**Budget Justification**”, explain and justify all requested budget items/costs. Detail how the SF 424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal cost principles requires the Service’s approval and estimate its cost.

If Federally-funded equipment will be used for the project, provide a list of that equipment, including the Federal funding source.

Required Indirect Cost Statement: All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate must include in the budget justification narrative one of the following statements and attach to their application all required documentation identified in the applicable statement:

“We are:

1. A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimus* indirect cost rate of 10% of modified total direct costs as defined in Title 2 of the Code of Federal Regulations Part 200, section 200.68. We understand that the 10% *de minimus* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period

6. A [insert your organization type] that is submitting this proposal for consideration under the [insert either "Cooperative Fish and Wildlife Research Unit Program" or "Cooperative Ecosystem Studies Unit Network"], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.
7. A [insert your organization type] that will charge all costs directly.

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10% *de minimus* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation."

Applicants who are individuals applying for funds separate from a business or non-profit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

For more information on indirect cost rates, see the Service's **Indirect Costs and Negotiated Indirect Cost Rate Agreements** guidance document on the Internet at <http://www.fws.gov/grants/>.

Negotiating an Indirect Cost Rate with the Department of the Interior:

Entities that do not have a NICRA must first have an open, active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC at:

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 916-566-7111
Email: ics@nbc.gov
Internet address: <http://www.aqd.nbc.gov/Services/ICS.aspx>

F. Single Audit Reporting Statements: As required in Title 2 of the Code of Federal Regulations Part 200, Subpart F, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit a Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>) and provide the EIN under which that report was submitted. Include these statements at the end of the Project Narrative in a section titled "**Single Audit Reporting Statements**".

G. Assurances

Include the appropriate signed and dated Assurances form available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. Use the **Assurances for Construction Programs (SF 424D)** for construction or land acquisition projects. Use the **Assurances for Non-Construction Programs (SF 424B)** for all other projects. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.

H. Certification and Disclosure of Lobbying Activities:

Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the

statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds \$100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

- I. Conflict of Interest Disclosures:** Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.

Application Checklist

- ☐ **Evidence of non-profit status:** If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.
- ☐ **SF 424, Application for Federal Assistance:** A complete, signed and dated SF 424, SF 424-Mandatory, or SF 424- Individual form
- ☐ **Project summary**
- ☐ **Project narrative**
- ☐ **Timetable**
- ☐ **Description of key personnel qualifications**
- ☐ **A-133 Single Audit Reporting statement:** If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with OMB Circular A-133 Single Audit reporting requirements
- ☐ **SF 424 budget form:** A complete SF 424A or SF 424C Budget Information form
- ☐ **Budget justification**
- ☐ **Federally-funded equipment list:** If Federally-funded equipment will be used for the project, a list of that equipment
- ☐ **NICRA:** When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement

- ☐ **SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form
- ☐ **SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form
- ☐ **Conflict of Interest Disclosure:** If applicable.

Failure to provide complete information may cause delays, postponement, or rejection of the application.

V. Submission Instructions

SUBMISSION DEADLINE: April 15, 2015, 5 PM CST

Intergovernmental Review: Before submitting an application, U.S. state and local government applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental review of Federal Programs." E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website. Contact your state's designated entity for more information on the process the state requires to be followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Completed applications may be submitted by mail, by email, electronically through Grants.gov, or as otherwise described in the Grants.gov funding opportunity.

Electronic application through Grants.gov is preferred. Please select **ONE** of these submission options:

To submit an application through Grants.gov (PREFERRED OPTION):

Go to the Grants.gov Apply for Grants page (http://www07.grants.gov/applicants/apply_for_grants.jsp) for an overview of the process to apply through Grants.gov. You/your organization must complete the Grants.gov registration process before submitting an application through Grants.gov. Registration can take between three to five business days, or as long as two weeks if all steps are not completed in a timely manner.

Important note on Grants.gov application attachment file names: Please do not assign application attachments file names longer than 20 characters, including spaces. Assigning file names longer than 20 characters will create issues in the automatic interface between Grants.gov and the Service's financial assistance management system.

To submit an application by e-mail:

Format all of your documents to print on Letter size (8 1/2" x 11") paper. Format all pages to display and print page numbers. Scanned documents should be scanned in Letter format, as

black and white images only. Where possible, save scanned documents in .pdf format. E-mail your application to **R3FedAid@fws.gov**.

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms **MUST** be signed by your organization's authorized official. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated with the text "Completed by Grants.gov upon submission" or "Completed on submission to Grants.gov". Remove this text (manually or digitally) before signing the forms.

To submit an application by mail:

Number all pages of your printed application. Mail one, single-sided, unbound copy (do not staple or otherwise permanently bind pages) of your complete application to the Service program point of contact identified in the Grants.gov funding opportunity.

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms **MUST** be signed by your organization's authorized official. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated with the text "Completed by Grants.gov upon submission" or "Completed on submission to Grants.gov". Remove this text (manually or digitally) before signing the forms.

VI. Application Review

Criteria: This Single Source Award to the Missouri Botanical Garden is being awarded in accordance with Department of the Interior Policy 505 DM 2.14 (B)(2) and (B)(4). See Additional Information of Eligibility Section.

To be considered for funding, applications must meet the following criteria which will be used to review and rank the final list of proposals. Reviewers will recuse themselves from scoring any proposal in which there is a conflict of interest.

1. *Stakeholder engagement capacity* – maintains knowledge of and contact with appropriate stakeholder groups relevant to the ecological systems, socioeconomic values and potential pilot users relevant to the education, research and evaluation of monarch conservation programs in the City of St. Louis (25 points)
2. *Monarch conservation expertise* - possesses a comprehensive understanding of the ecological conditions for establishing and evaluating monarch habitats in urban areas (25 points)
3. *Socioeconomic and community development expertise* – capable of directing and evaluating socioeconomic aspects of monarch conservation, community development and education efforts with partners, neighborhood revitalization programs, and outreach venues in the City of St. Louis (25 points)
4. *Program and data management expertise* – has experience with program management, data management, and preparation, development and distribution of educational materials

with ability to acquire, store, manipulate and apply relevant data, models and educational materials (25 points)

Point totals will range from 4 to 100.

Review and Selection Process: This Single Source Award to the Missouri Botanical Garden is being awarded in accordance with Department of the Interior Policy 505 DM 2.14 (B)(2) and (B)(4). See Additional Information of Eligibility Section.

1. **Application acceptance** - The Regional WSFR Offices determine agency eligibility and whether applications are complete, substantial, and contain only activities that are eligible. Applications that are ineligible are returned to the grantee. Revision and resubmission of returned applications is allowable up until the identified deadline for application submittals.
2. **Application ranking** - Members of the EPIC Urban Monarch Planning Team will consider and rank proposals received as a result of the NOFO. They will use the criteria listed above for their review and ranking. There will be a minimum of 7 reviewers representing the LCCs overlapping the monarch conservation area affected by the project.
3. **Application selection** - The final recommendation for the award recipient will be provided to the ETPBR LCC Steering Committee for their consideration with the ultimate recommendation to the FWS Co-chair of the partnership who will make the final selection. The award will be announced by May 2015. The successful applicant will receive a letter informing them that their application was awarded funding and the amount of the award.

Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, panel members, and advisors must sign and return to the program office point of contact the "Department of the Interior Conflict of Interest Certification" form. For a copy of this form, contact the Service point of contact identified in the Agency Contacts section below.

Each fiscal year, for every entity receiving one or more awards in that fiscal year, the Service conducts a risk assessment based on eight risk categories. The result of this risk assessment is used to establish a monitoring plan for all awards to the entity in that fiscal year. The Service's risk assessment form is available on the Internet at <http://www.fws.gov/forms/3-2462.pdf>.

VII. Award Administration

Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests. Applicants whose projects

are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Domestic Recipient Payments: Prior to award, the Service program office will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, obtain approval from the Department of the Interior to be waived from using ASAP.

Domestic applicants subject to the SAM registration requirement (see Section III B.) who receive a waiver from receiving funds through ASAP must maintain current banking information in SAM. Domestic applicants exempt from the SAM registration requirement who receive a waiver from receiving funds through ASAP will be required to submit their banking information directly to the Service program. However, ***do NOT submit any banking information to the Service until it is requested from you by the Service program!***

Transmittal of Sensitive Data: Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

Award Terms and Conditions: Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are available on the Internet at <http://www.fws.gov/grants/>. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section below.

Recipient Reporting Requirements:

Financial and Performance Reports: Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

Significant Developments Reports: Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

The Service will specify in the notice of award document the reporting and reporting frequency applicable to the award.

Conflict of Interest Disclosures: Recipients are responsible for notifying the Service Project Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests.

Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipient's employees, or the Recipient's subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's Subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

Other Mandatory Disclosures: Recipients and their subrecipients must disclose, in a timely manner and in writing, to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, and 31 U.S.C. 3321).

VIII. Agency Contacts

This Single Source Award to the Missouri Botanical Garden is coordinated and funded by the Eastern Tallgrass Prairie & Big Rivers LCC. Information may be obtained by contacting:

Gwen White, PhD
Science Coordinator, Eastern Tallgrass Prairie & Big Rivers LCC

620 S. Walker St. Bloomington, IN 47403
812-212-7455 (c)
gwen_white@fws.gov

Glen Salmon
Coordinator, Eastern Tallgrass Prairie & Big Rivers LCC
620 S. Walker St. Bloomington, IN 47403
812-334-4261 x 1211 (o)
glen_salmon@fws.gov

IX. Paperwork Reduction Act Statement: The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. A response to this Notice of Funding Opportunity is required to receive funding. A Federal agency may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated to average of 40 hours per application and 6 hours per performance report. These burden estimates include time for reviewing instructions and gathering data, but do not include the time needed to complete government-wide Standard Forms associated with the application and financial reporting. You may send comments regarding the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, Division of Policy and Directives Management, 5275 Leesburg Pike, Falls Church, VA 22041.

U.S. Fish and Wildlife Service
Determination for Issuing a Single Source Financial Assistance Award

Instructions: In accordance with Service policy 516 FW 6, *Issuing Discretionary Grant and Cooperative Agreement Awards without Competition*, complete this form to document the justification for issuing a single source grant or cooperative agreement award. This form must be signed by both a program representative and the employee with signature authority for the award to be issued (see 516 FW 3, *Signature Authority for Grant and Cooperative Agreement Awards*). The completed and signed form must be maintained in the official award file.

Recipient Name: Missouri Botanical Garden
Project Title: Milkweed for Monarchs Education/Outreach and Monarch Garden & Urban Prairie Research
Program Contact: Gwen White, gwen_white@fws.gov, 812-212-7455

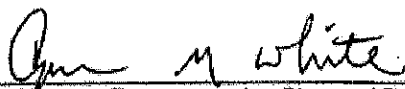
Select all criteria that apply (from 505 DM 2):

<input type="checkbox"/>	(1) Unsolicited Proposal: The proposed award is the result of an unsolicited application that represents a unique or innovative idea, method, or approach that is not the subject of a current or planned award, but is found to be advantageous to program objectives.
<input checked="" type="checkbox"/>	(2) Continuation: The activity to be funded is necessary for the satisfactory completion of, or is a continuation of, an activity we are funding and holding a competition would have a significant adverse effect on continuing or completing the activity.
<input type="checkbox"/>	(3) Legislative Intent: The language in the applicable authorizing legislation or legislative history clearly indicates the intent of Congress to restrict the award to a particular recipient or purpose.
<input checked="" type="checkbox"/>	(4) Unique Qualifications: The applicant is uniquely qualified to perform the activity based on a variety of demonstrable factors such as location; property ownership; voluntary support capacity; cost-sharing ability, if applicable; technical expertise; or other such unique qualifications.
<input type="checkbox"/>	(5) Emergencies: Because of a compelling and unusual urgency, or substantial danger to health or safety, there is not enough time to follow adequate competitive procedures.

Explain below why competition for this award is not practical. As applicable, summarize the program legislative history, unique capabilities of the proposed recipient, and any cost-sharing contribution offered by the proposed recipient. Be brief and specific:

The ETPBR LCC Steering Committee has approved an additional \$40,000 in combination with \$40,000 of Director's Deferred funds to enhance an existing partnership program. The Missouri Botanical Garden (MOBOT) hosted the Urban Conservation workshop in May 2015 with support from the ETPBR LCC, which is the basis for this project, and is the only one of multiple partners with the capacity to serve as the fiscal agent for enhance an existing collaboration within the City of St. Louis Urban Vitality & Ecology Initiative and the Milkweeds for Monarchs Project. The project has brought together a whole new group of partners including the City of St. Louis Mayor's Office of Sustainability, St. Louis Zoo, National Wildlife Federation, University of Missouri-St. Louis and others to leverage otherwise untapped local funds toward a much greater urban ecological good. The US FWS funds provide staff and resources for outreach, on-the-ground habitat establishment, and evaluation.

I have determined that this project meets the requirements for a single source award and recommend that it be awarded to the recipient named above.

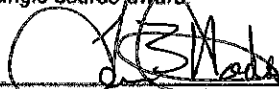


Program Representative Sign and Date

Gwen M. White

Printed Name of Program Representative

I, as the Service employee with signature authority for this award under 516 FW 3, have reviewed this program recommendation and find that it meets the requirements for a single source award.



Authorized Signator Sign and Date
/s/ James B. Hodgson

Printed Name of Signator

9/9/2015

